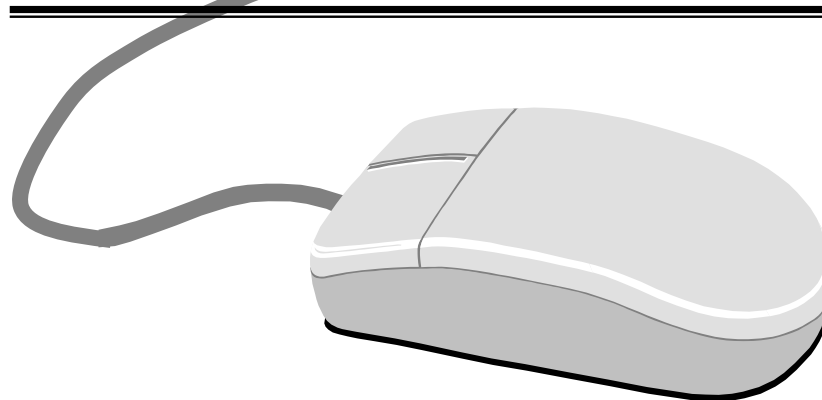
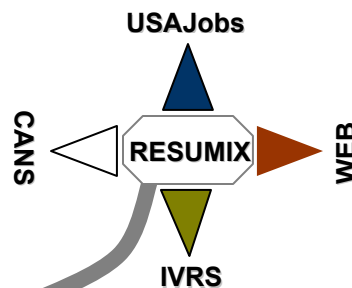


RESUMIX/OPM USAJOBS

User's Guide

Posting External/Internal Vacancy Announcements



**Civilian Employees
Supporting a Global Force**

October 2002

HQ, Air Force Personnel Center
Directorate of Civilian Personnel Operations

This supersedes all previous versions of the Guide to Announcing Vacancies – Prior editions are obsolete

Table of Contents

Chapter 1	CREATION OF RESUMIX AND OPM ANNOUNCEMENT	1
Chapter 2	E-MAIL SETUP/OPM TEMPLATE (“A” MESSAGE)	23

APPENDIXES		
A	Sample of Air Force Personnel Center (AFPC) Vacancy Announcement	A-1
B	OPM/USA Jobs Vacancy Announcements-GS/WG – SAMPLES	B-1
C	ALTERNATE OPM/USA JOBS POSTING	C-1
D	ALTERNATIVE RECRUITMENT SOURCES A – DoD-wide Vacancy Announcement B – Family Support Centers (FSCs) C – Federal Careers Opportunity Guide D – Announcing Jobs Outside of RESUMIX E – Alternative Recruitment Partners	D-1
E	AFPC Geographic Location Codes	E-1
F	RESUMIX – JOB CONDITION CODES	F-1
G	AREA OF CONSIDERATION CODES	G-1
H	BASIS OF RATING CODES	H-1
I	EEO STATEMENT CODE	I-1
J	HOW TO APPLY CODES	J-1
K	OPM JOB CONDITIONS CODES	K-1
L	OTHER INFORMATION CODES	L-1
M	PAY, BENEFITS AND WORK SCHEDULE CODES	M-1
N	OPM GEOGRAPHIC LOCATIONS	N-1